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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

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★ AUG 13 1936 ★  
U. S. Department of Agriculture

August 11, 1936.

Dear Director:

We are in receipt of several preaudit difference statements from the General Accounting Office disallowing claims for mileage and in some cases returning vouchers without certification for the following reasons:

We quote from preaudit difference statements:

"It is noted that distance between points of travel, employee's residence Butler, RD #5, and Butler, where official duties were performed, is 7 miles each way.

"A travel status entitling to mileage does not exist when the employee merely makes use of his automobile in going about the performance of his regular duties within a short distance of his official headquarters."

Paragraph 3 of Standardized Government Travel Regulations defines the official station or post of duty and reads in part:

"....but in no case shall a place within two miles of a traveler's office or living quarters be considered as away from his post of duty."

However, the Comptroller General has held that any trip within a radius of 4, 5, and even 7 miles of an employee's post of duty does not place the employee in a travel status. Therefore, you are advised that it is believed any claims for mileage within a radius of less than 7 miles of an employee's official station will be disallowed by the General Accounting Office.

Also, there have been returned, without certification, vouchers in which speedometer readings are identical upon arrival at and departure from official station where such official station is located in an incorporated town or village. In returning these accounts the General Accounting Office has held that:

"Apparently mileage was claimed within corporate limits of payee's official station."

An explanation in each case has been required and it has been necessary to return the voucher to the payee.

To avoid delay in payment of reimbursement claims for this reason, speedometer readings entered in vouchers should be taken upon entering or leaving the incorporated town or village and not upon arrival at or departure from the office. Further, the speedometer readings and "actual miles traveled" must agree.

It is suggested that employees authorized to travel in your State be advised accordingly.

Very truly yours,

*A. W. Manchester*

A. W. Manchester,  
Director, Northeast Division.



NER-ADM-7

August 14, 1936.

Dear Director:

This is with reference to guarantee and repairs on Government-owned machines and the procedure to be followed in repairing these machines, both Government-owned and rented.

Typewriters, adding and calculating machines of all makes carry a full year's guarantee when purchased and will be serviced free of charge during the guarantee period by the manufacturer or his authorized agent nearest the location of the machines.

Each State Office should keep a record of machines as to the date they are received, and when any adjustments are required, contact the local agent and request service to be rendered. If, at any time, service cannot be obtained or such service is unsatisfactory, the Northeast Division should be notified, giving full details.

When it is necessary to have repairs or adjustments made on typewriters, adding and calculating machines that are more than one year old, thereby being out of the guarantee period, the State Office should secure a written estimate from the manufacturer, or his authorized agent nearest the location of the machine, and have same repaired. After repairs have been completed, Public Voucher No. 1034, and two copies of No. 1034a should be prepared by the company making the repairs, and completed by the State Office by inserting appropriation, and letter of authorization symbols. These forms, together with the estimate submitted by the company making repairs, should be forwarded to the Northeast Division for placing in line for payment. Each machine shall be serviced separately and covered by a separate estimate and vouchers.

Rental contracts for typewriters, adding and calculating machines provide that the contractors or authorized dealers maintain these machines in first-class condition. Therefore, in case of trouble, the delivering agent should be contacted for any servicing required.

Very truly yours,

*A. W. Manchester*

A. W. Manchester,  
Director, Northeast Division.





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

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August 25, 1936.

Dear

There is quoted below, for your information and guidance, procedure governing the disposition of useless papers, as outlined in Division of Operation Circular No. 1, dated July 31, 1936.

"Bureaus desiring to dispose of accumulations of obsolete correspondence, records or documents will submit a report of the same to the Office of the Secretary for submission to the National Archives Establishment. The Archivist will then be requested to inspect these papers and to requisition such as he deems of permanent value or historical interest. Those papers having no permanent value or historical interest will be reported to Congress by the Archivist and, upon receipt of a report from the House Committee on the Disposition of Executive Papers, the Secretary will issue special orders to the bureaus authorizing the disposition of the papers. Until such orders are issued by the Secretary, no papers, records or documents of the Department of Agriculture shall be disposed of."

The regulations of the Department require that a list and brief description of such papers, documents, etc., which have no permanent value or historical interest shall be submitted to the Chief of the Division of Operation by September 30 of each year. Field offices should report useless papers to this Division by September 25 and preserve such papers pending further instructions as to disposition.

Very truly yours,

*A. W. Manchester*

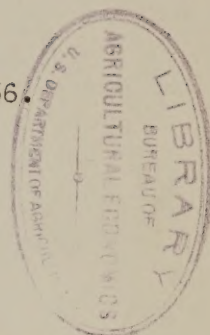
A. W. Manchester,  
Director, Northeast Division.





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

August 27, 1936.



Dear

This is with reference to mileage incurred within the corporate limits of a traveler's official or temporary headquarters.

Vouchers are being returned by the General Accounting Office for the reason that entries on Form U.S.D.A.-22 show speedometer readings as identical upon arrival and subsequent department from official or temporary headquarters.

On returning these vouchers the General Accounting Office has held:

"Apparently mileage was claimed within the corporate limits of the payee's official or temporary headquarters."

Many such vouchers contain statements by the payee that no claims have been made for mileage incurred within the corporate limits of his headquarters, although the listed speedometer readings show that such mileage has been claimed. Care should be taken to see that speedometer readings substantiate this statement.

Standard Form 1012e is now available and a preliminary supply is being mailed to each State office today. This form should be substituted for U.S.D.A.-22 or 15-A, and additional copies will be supplied upon request. In connection with the use of this form we are advised that the General Accounting Office will not certify for payment claims for reimbursement of mileage incurred through the use of an automobile registered in the name of the wife of the payee, a member of his family, or in the name of any person other than the payee.

It is suggested that the above information be called to the attention of all men traveling in your State in connection with the Agricultural Conservation Program.

Very truly yours,

*A. W. Manchester*

A. W. Manchester,  
Director, Northeast Division

